



Michigan Society of American Foresters
Committee Procedures
Adopted by the MISAF Board
2020 - 2021

Introduction

Introduction adopted from SAF sample position descriptions and committee charters.

MISAF's leadership, like that of all volunteer organizations, is continually changing. When there is a change in leadership, the Society may go through a period of reduced productivity until new leaders become familiar with their new role. In order to enhance continuity during periods of leadership transition, the MISAF Board has created this document of committee procedures.

This document addresses the 2020 Strategic Plan, Focus Area #5: MISAF is a thriving local unit within the national Society of American Foresters.

These procedures have been developed to:

- Provide realistic expectations for potential leaders and volunteers
- Assist in the selection of volunteers
- Evaluate the performance of an elected office or committee

Having detailed job descriptions will help maximize officers' effectiveness and will ensure the preservation of established standards and benefits.

The committee procedures were enacted by a vote of the MISAF Board in 2020 and 2021. They are intended to guide current and future officers and leaders of the Society. These procedures should be reviewed and updated on a continuing basis.

Additional guidance and sample position descriptions and committee charters are available from the SAF national office.

Many thanks to the 2019-2020 MISAF Board for their hard work in completing this document.

Positions and Committees

Society Board

Executive Committee

State Chair

Awards Committee

Communications Committee

Finance Committee

Forest Science and Technology Committee

Membership Committee

Policy Committee

Raffle & Fundraising Committee

Secretary Committee



PROCEDURES FOR THE MISAF BOARD

OBJECTIVES

The Board shall give general supervision to the affairs and interests of the state Society and its contact with the national Society.

ORGANIZATION

State Chair – Committee Chair

Vice-chair

Treasurer

Secretary

Committee Chairs

Members at Large

Student Chapter Chairs and Student Chapter Advisors are ex officio members

ACTIVITIES

1. Guide, manage and coordinate the state Society programs and finances
2. Meet at least once annually
3. Provide guidance to chapters
4. Provide continuity and direction for the state Society based on strategic goals and outcomes
5. Control the expenditure of all funds
6. Approve the place, date, budget and program of all state Society meetings
7. Approve committee charters and the appointment of committee chairs and committee members
8. Advise the Chair on all matters presented to the Board
9. Act on urgent matters which require action between state meetings
10. May amend this charter, or any committee charter, by majority vote
11. Approve the design and use of any MISAF logo and use of the MISAF name
12. Board members shall attend at least one meeting annually to maintain a position on the Board, which may be done remotely.
13. Adhere to all national Society policies and procedures that apply to the state Society
14. Co-Committee Chairs only have one vote
15. A meeting quorum shall consist of 50% of existing Board excluding any Board vacancies



PROCEDURES FOR THE EXECUTIVE COMMITTEE

OBJECTIVES

The Executive Committee shall be designated to handle essential business of the Society as delegated by the state Board. The Executive Committee shall promptly notify the state Board and/or membership, as appropriate, of any actions taken. Any actions taken by the Executive Committee shall be subject to review by the state Board or the membership as a whole, as appropriate.

ORGANIZATION

State Chair – Committee Chair

Vice-chair

Treasurer

Secretary

ACTIVITIES DELEGATED BY THE BOARD

1. Approve spending within the budget guidelines as passed by the Board, except for outside organization sponsorships
2. Fill vacant, unexpired committee chair positions
3. Act on urgent matters when there is insufficient time to consult with the full Board or the state Society membership
4. Promptly notify the full Board and/or membership of actions taken on behalf of the state Society
5. The state Society Board, or the membership, may override actions taken by the Executive Committee by majority vote
6. At least annually, coordinate with the Board on what Society business will be delegated to the Executive Committee



PROCEDURES FOR THE STATE SOCIETY CHAIR

POSITION OBJECTIVES

The Chair is responsible for developing and continuing State Society activities and organizing the membership toward fulfilling the Society's vision and mission. The Chair presides at Society business meetings; oversees the Society's business affairs; appoints, with Board approval, the standing committees; and performs other duties commonly expected of the office.

ORGANIZATION

The Society Chair is elected by the membership and serves for 2 calendar years.

ACTIVITIES

1. Become familiar with:
 - Parliamentary Procedures. MISAF follows those procedures at meetings, although not strictly.
 - MISAF Bylaws and committee procedures
 - National SAF staff and their functions
 - National SAF policies including anti-trust and anti-harassment
2. Submit leadership form to the national Society office by end of December each year
3. Preside over all member business and Board meetings
4. Communicate with student chapter chairs and student chapter advisors
5. Attend leadership academy
6. Chair is an *ex officio* member of all committees
7. Provide a meeting agenda and accompanying documents to the Board 10 days prior to a scheduled meeting
8. Keep the District V Board Representative and the National Office informed of state Society activities
9. Encourage and monitor progress on meeting the state Society's initiatives and strategic outcomes
10. Mentor new officers and committee chairs
11. Communicate with membership on a regular basis through newsletter articles, email, social media, etc.
12. Uphold state Society policies and procedures
13. Fill vacant committee chair positions, with consent of the Board
14. Represent the state Society with outside organizations and the media
15. *Work with the Board to ensure financial and other legal documents are current*

Organizational/budget winter meeting, scheduled early in each year

1. Arrange for a venue and lunch meal (most times paid by the Society)
2. Recognize committee chairs and other voting Board members
3. Committee chairs choose committee members, with the consent of the Board.
4. Work with the Treasurer on presenting a budget to the Board for approval (MISAF fiscal year is the calendar year, and money cannot be spent until the Board approves the budget)
5. Accept reports on committee activities
6. Keep current on status of conference programs for the coming year

The Board normally meets in the evening prior to the spring and fall state conferences.

1. The Chair and program committee arrange for the meeting venue
2. Review and accept notes from previous meeting
3. Review and adjust budget as necessary
4. Discuss new and continuing business

State Society business that needs to be addressed before the next scheduled Board meeting may be conducted by email, telephone or other means acceptable to the Board members.

Work with the Executive Committee and National Office to conduct essential business of the Society as agreed upon.

MISAF is required to hold at least one business meeting of the membership per year. At the business meeting the Chair reports on accomplishments, current activities and initiatives of the MISAF Board; the state Society's financial status; national Society matters and any other business of the Society.

Invite the District V Board representative and national staff to state Society meetings.

Elections: Nominees for office should be submitted to the secretary by the end of July or in time for the September election. Begin soliciting nominations early in an election year to ensure a competitive election. The Nominating Committee should take the lead on finding nominees.

Awards: Recognition of effort and time is important to any volunteer organization.

1. Assist the Awards Committee with soliciting nominations for MISAF awards in time for consideration. The Awards Committee takes the lead on nominations, including the national awards.
2. National Awards: Nominations for national awards, including Fellow and the Presidential Field Forester awards, are due by March 15th. These are hard deadlines that will not be extended.

The Chair represents MISAF at the House of Society Delegates meeting during the national convention. At the meeting present any "Issues and Actions" or "Success Stories" that have been approved by the Board. It is traditional that each state society donates a raffle item to the national convention.



PROCEDURES FOR AWARDS CHAIR

COMMITTEE PURPOSE OR OBJECTIVES

To recognize SAF members' accomplishments and contributions to the profession of forestry and service to SAF. To recognize non-members for their support of forests and forestry. Present awards at the Spring & Fall SAF Conferences

ORGANIZATION

Committee Chair

Membership Committee Chair

One or two additional MISAF members in good standing, serving two-year staggered terms

National office contact for awards is Ms. Lori Rasor (rasorl@safnet.org, 503.705.1091)

ACTIVITIES

- Annually present membership tenure pins (10, 20, 30, 40 & 50 years) at State Society meetings. Order pins as needed from the National Office (membership terms determined by months of membership).
- Recognize members' service to the Society with certificates appropriate for framing.
- Annually present State Society awards at conferences.
- Plaques, certificates, and other physical awards presented by the State Society are procured locally.
- Recognize 50-year Golden Memberships: Golden Membership is exactly that—it is a membership type and not an award. Golden Members are presented with a certificate suitable for framing, a 50-year membership pin and a plaque provided by MISAF. Golden Member certificates can only be prepared by the National Office once newly qualifying individuals' memberships are advanced in early January each year. Golden Member certificates are sent from the National Office to the State Chair for presentation to Golden Members.

Golden Member Determination:

- A member must complete 600 months of SAF membership to be considered a Golden Member—
12 mos. x 50 yrs. = 600 mos.
 - Months of membership do not need to be contiguous, provided the total is 600.
 - Student and transitional memberships do count toward the total qualifying months for those who joined under either of those members types (if student membership was prior to 2016, members must provide proof of student membership).
 - When reviewing local unit member rosters it is important to keep in mind that a member's join date does not necessarily reflect gaps in membership over the member's tenure--months of membership as confirmed by SAF is the most accurate account of tenure.
- Recognize members with 60 and 70 years of membership.
 - Review the suite of State Society awards to determine whether they are still relevant. Consider creating new awards as appropriate, with Board approval.
 - Create a short nomination form to standardize nominee information.
 - Maintain the large board of past winners of MISAF awards.
 - Promote and encourage nominations for all national awards, including Presidential Field Forester of the Year and SAF Fellow. Honorary Membership and Outstanding Forestry Journalism awards are nominated by state societies. Any member may submit a nomination for all other national awards. Nominations are submitted online on the national SAF website. Nominations for national awards are due by March 15th of each year.

Adopted by MISAF Board on February 16, 2021

NOMINATION PROCESS

- Collect nominations for all State Society awards (either at the Spring Conference or throughout the year via emails). Deadline for submitting nominations for State Society awards is August 31st of each year. This deadline should be communicated to the membership.
- Once the nomination period for state awards is closed, the Awards Committee will meet, either in person or virtually, at least thirty days prior to the scheduled fall conference. The winner of each award for which there is a nominee will be determined based on the award's criteria. In the case where an award receives one nomination the committee shall meet to confirm that the nominee meets the award's criteria.
- If no qualified nominations are received, the Committee has the option to withhold the award for that year.

PRESENTATION OF AWARDS/PINS/CERTIFICATES

- Review membership list with the Membership Chair 30 days prior to conferences to determine eligibility for membership tenure pins based on the total months of membership.
- Other than the tenure pins, awards are normally presented at the fall conference.
- Thirty days prior to conferences, secure physical awards and certificates and have awards engraved as needed.
- Consider mailing pins and/or awards to those who request it or couldn't make it to one of the conferences.
- Submit invoices for award expenses to the MISAF Treasurer. Expenses must have prior approval of the Board.
- During awards presentation recognize Fellows, national award winners, Golden Members, any national leaders who are in attendance, and present State Society awards and membership tenure pins. Consider recognizing other awards that members have received outside of SAF, if known.
- Provide the names of award winners to the National SAF Office and work with the Communication Committee to publicize awards outside of SAF.

MICHIGAN SOCIETY OF AMERICAN FORESTERS AWARDS

AWARD	PRESENTED TO	RECOGNITION	EXAMPLE	HOW NOMINATED	FREQUENCY OF AWARD	DEADLINE FOR NOMINATIONS	AWARDS COMMITTEE RESPONSIBILITY	TYPE OF AWARD
Certificate of Merit	Member of State Society	Recognition for a special contribution or service to the State Society	Innovative actions, Society affairs, service to the state society	Brought to the attention of awards committee by any MISAF member	As earned	At any time	Publicize award, ensure deserving candidates are uncovered, make recommendations to executive committee	Framed certificate
Distinguished Service Award	Non-member Michigander	For demonstrated support for profession of forestry in Michigan	Journalist, Legislator, Teacher	Brought to the attention of awards committee by any MISAF member	As earned, presented at fall and spring State Society meetings	At any time	Publicize award, ensure deserving candidates are uncovered, make recommendations to executive committee	As determined by the awards committee
Young Forester of the Year	Member of State Society age 35 or less	Recognition of service to profession of forestry and the State Society		Written nominations by members	Annually at fall meeting	September 1 of each year	Awards committee review nominations	Engraved plaque
Retired Forester of the Year	"Retired" member of State Society	Recognition of service to profession of forestry and the State Society since retirement		Written nominations by members	Annually at fall meeting	September 1 of each year	Awards committee review nominations	Engraved plaque
Forester of the Year	Member of State Society	Recognition of service to profession of forestry and the State Society		Nomination by petition of 10 signatures by members in good standing	Annually at fall meeting	September 1 of each year	Awards committee review nominations	Engraved plaque
Golden Membership	Member of State Society	50 years of membership		National office notifies State Society Chair	As earned, generally at spring meeting	N/A	Publicize award and send letter of invitation to upcoming meeting	Certificate from National Office
Fellowship Candidate	Member of State Society	Outstanding service to forestry and the State Society		Petition with 25 member signatures; bio-sketch & photo	Annual election	May 31 st of each year	Ensures candidates are nominated	Certificate
Student Awards membership	Forest Student	Handled by student chapters			Annual		Publicize awards	Stipend
Sponsor awards	Handled by Membership committee					At any time	Publicize awards	Stipend
John L. Arend Research Award	Forest Scientist	Sustained high quality research		Statewide committee made up of USFS, MDNR and 3 forestry school representatives	As earned		None	Stipend
Presidential Field Forester of the Year	SAF member with 15 years of experience, mostly in field work	Application of scientific methods and adaptive mgt strategies	Field Foresters	Biographical sketch and nomination letter form MSAF Chair to Board Rep	Annual	June 1 of each year	Ensure candidates are nominated and sent to Council Representative	Award given at national conference
Forest Stewardship Award	Michigander-SAF or non-SAF group or individual	Forestry related project with a positive impact to communities or general public	Sub-chapters, educational institution, forest products company	Written nomination from a member of the State Society	As earned	At any time	Ensure candidates are nominated, make recommendations to executive committee, publicize award	Plaque



PROCEDURES FOR COMMUNICATIONS COMMITTEE

OBJECTIVES

- Share information with Michigan SAF members and the forestry community.
- Distribute news releases as appropriate.
- Help draft position statements, policy statements, letters to policy makers.
- Partner with other organizations with public outreach.
- Maintain and enhance the society website.
- Utilize social media to disseminate messaging.

ORGANIZATION

Committee Chair

Webmaster

Newsletter editor

Social media coordinator

Other members chosen by the Committee Chair and approved by the Board

ACTIVITIES

- 10-15 email notes per month.
- See objectives.
- Coordinate with the Conference Committee to promote and advertise conferences.
- Work with Awards Committee to publicize national and state society award winners.



PROCEDURES FOR

Michigan Society of American Foresters Financial Policies and Guidelines

COMMITTEE PURPOSE OR OBJECTIVES

These policies are intended to provide guidance to Michigan SAF treasurers and a degree of assurance that Michigan SAF and its constituent chapters are operating under similar financial procedures. Generally, Michigan SAF follows and abides by all financial record-keeping policies provided by national SAF. However, as Michigan SAF is an independent society, we have many needs beyond what national SAF supports or directs. Therefore, the Michigan SAF Finance Committee has created these policies to help ensure the accurate and judicious management of our society's funds.

ORGANIZATION

Treasurer, Committee Chair, signatory on MSAF checking account (voting member of the Board)
Vice-Treasurer, signatory on MSAF checking account (alternate voting member of the Board)
Members at large approved by the Board

ACTIVITIES

I. Treasurer Responsibilities

For an unstaffed non-profit corporation, treasurers are a critical piece of operations, record-keeping, and regulatory reporting. A treasurer has the responsibility for receiving and disbursing funds, keeping accurate records of the organization's financial activity, maintaining the organization's financial records, and reporting the organization's activities to regulatory authorities. As such, it is important that MISAF treasurers follow MISAF financial management policies and protocols to best protect the organization. Within MISAF, there are several individuals responsible for financial management. The MISAF treasurer is ultimately responsible for the entire organization, manages MISAF finances, and reports the activities of MISAF and its chapters to the IRS and State of Michigan. Each chapter (e.g. student chapters) has its own treasurer, responsible primarily for the management of financial activity of the respective chapter. The chapter treasurer must also maintain records for the chapter and report activities to the MISAF treasurer for inclusion in IRS and State of Michigan filings. Finally, MISAF, from time to time, may appoint a committee chairperson as a de-facto treasurer for a specific project or program (e.g. education fund, programming, conferences). These individuals have similar responsibilities to chapter treasurers.

Every treasurer has the following duties and responsibilities:

- Maintain an accurate record of accounts, balances, withdrawals, and deposits.
- Receive and disburse funds, as authorized.
- Prepare and manage budgets.
- Periodically report account balances and financial activities to membership.
- Maintain a bank account, credit card, petty cash, and other accounts as appropriate.

- Submit reports, receipts, letters of gratitude, or similar acknowledgements for receipt of grants, donations, or other funds.
- House all financial records for a period of four years or three years after the close of a grant, whichever is longer.
- Accurately and timely report financial activities to MISAF treasurer for inclusion in MISAF 990 filing to the IRS.
- Serve on the MISAF finance committee.

The MISAF treasurer has these additional duties and responsibilities:

- Ensure compliance among treasurers to MISAF policies and procedures.
- House copies of MISAF 501c3 documentation, IRS determination letter, w9, and similar legal documents.
- File form 990 annually with the IRS and appropriate documentation to the State of Michigan.
- Manage MISAF fiduciary relationships.
- Chair the MISAF finance committee.

II. Establishing a budget

A key activity of any non-profit organization is approving a budget on a regular basis. The treasurer's duty is to prepare a draft budget for review, comment, and amendment by the organization's leadership. In MISAF, this activity should take place on an annual basis in conjunction with the organization's fiscal year (for MISAF this is the calendar year). Some chapters may choose to develop budgets more frequently (e.g. each semester).

The budget outlines what the organization expects to spend and receive in funds for the period covered by the budget. A treasurer or other empowered official is free to spend funds to cover the organization's obligations, provided it's within MISAF spending guidelines and within the approved budget. If expenses exceed the budgeted amount a budgetary amendment must be approved by the board or other organizational leadership, as appropriate.

Your budget can be quite simple. At the very least, you should predict expenses and revenues for the budget period. You may decide to further break down expenses and revenues into categories. For example, you may have donations, membership dues, program fees (e.g. Christmas tree sales, firewood sales), or other sources of revenue. On the expense side, you may have program costs (e.g. conference planning, special events), administration (e.g. bank fees, stamps), or other expenses. As long as your categories make sense to the operations of your chapter, it should be sufficient.

Michigan SAF's budget generally looks like the example on the next page. Each chapter may have a similar-looking budget or create one more suited to its needs; provided that the budget is reviewed, approved, and adjusted at least annually.

Michigan SAF	
Year 2019 Budget as amended by board on April 17, 2019	
Starting Balance:	\$31,020.73
Revenue	Passed by Board
Membership Dues	\$2,750.00
Interest	\$50.00
Conference Proceeds	\$20,000.00
Michigan Forester Star donations	\$0.00
Donations, Sponsorships, etc.	
Total	\$22,800.00
Expenses	Passed by Board
HSD Dues	\$350.00
Conference Expenses	\$16,000.00
Michigan Forester	\$100.00
Society Administration	\$600.00
Chair attendance at national conference	\$1,500.00
Donations, sponsorships, etc.	\$2,750.00
Leadership Academy	\$2,000.00
Awards	\$750.00
Student Participation Support	\$1,500.00
Attendance to National Conference	\$5,000.00
Auto Tour brochures reprint	\$2,300.00
Auto Tour brochures app ISO version	\$1,000.00
Honoraria (from 2018)	\$0.00
Total	\$33,850.00
Revenue - Expenses	\$11,050.00
Ending Balance	

III. Expense Approval and Control

Organizations require internal controls for effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. One important internal control to Michigan SAF relates to making expenditures for budgeted items. Processes and thresholds hold responsible parties accountable and provide the membership with confidence that funds are being reasonably and prudently managed.

Expenses may be handled differently depending on the activity or budgeted item those expenses cover. Key categories in Michigan SAF include conferences, supplies and materials, and contractual obligations. The following guidelines provide clarity on who can expend funds on behalf of MISAF.

Conferences

- The conference venue, program, and budget must be submitted for board approval before funds are obligated. Budgetary adjustments or increases must be approved by the board.
- The *Conference Planning Chairperson* has authority to approve expenditures up to \$500 for the event, pending that the amount of the purchase remains within the conference budget. This provides some flexibility for day-of-event and small odds-and-ends purchases that don't warrant multiple levels of approval. Spending authority is limited to expenses directly related to the conferences such as venue, speakers, meals, non-alcohol refreshments, transportation to additional venues or field trips, etc.
- The *Treasurer* has authority to approve expenses of \$500 or greater for the event, pending that the amount of the purchase remains within the conference budget. Spending authority is limited to expenses directly related to the conference.
- Funding for each conference should be allocated separately so the planning committee has an idea of the level of funding available when planning a conference.
- Conference proceeds in excess of expenses are returned to the treasurer and are controlled by the Board. Conference revenue must be reallocated by the Board before it can be spent for any purpose.

Supplies/Materials

- The *Treasurer* has authority to approve expenditures for supplies and materials (e.g. stamps, paper, envelopes, etc.) up to \$500 provided purchases remain within the appropriate MISAF budget.
- The *Executive Committee* has authority to approve expenditures for supplies and materials (computers, filing cabinets, etc.) up to \$1,000 provided purchases remain within the appropriate MISAF budget.
- The *Board* needs to approve expenditures for supplies and materials greater than \$1,000 in value or any purchase which exceeds the appropriate MISAF budget.

Payments on Contracts

- The *Treasurer* has authority to approve expenses for contract liabilities for contracts entered into and approved by the MISAF board.

Expenditures Outside of the Approved Budget

- Only the *Board* has authority to approve expenses outside of the approved annual budget or adjustments to the annual budget.

Sponsorships and Donations

- Any sponsorships or donation to other organizations need Board approval.

IV. Financial Record Keeping Processes

In order for financial record keeping to remain consistent and readily accessible, a series of guidelines have been created to streamline these processes across the MISAF. This includes compiling statements on a monthly basis, and in a reasonable format that can be shared and accessed when needed. This expectation will not only keep records up to date but will also create a cross-functional opportunity for MISAF members to interact more consistently across MISAF and its chapters.

Along with this expectation comes an understanding of how long to retain pertinent documents and who shall have access to MISAF accounts. Lastly, expectations regarding the budget and expenditures encountered when planning a conference are outlined. Not only will this collection of guidelines create consistent, timely reporting, but it will also help guide newly elected members, as they take on new roles within the organization.

MISAF uses a cash-basis accounting method. Expenses and revenues are recorded only when those expenses and revenues are actually realized, deducted, or added to our accounts. We do not record our expenses or revenues as they are promised or committed. For example, if a MISAF pays for a society expense, asks for reimbursement, and then you write a check, the expense shows to MISAF when the check is actually cashed and removed from the MISAF bank account – not when the expense is incurred or the check is written.

To maintain accurate financial records, MISAF and chapter treasurers or others handling funds on behalf of MISAF are expected to:

1. Compile statements on a monthly basis.

- a. A bank statement and evidence or backup (e.g. invoice, receipt, duplicate check) for each transaction stored/organized in a format that can be retrieved/accessed reasonably by the Finance Committee (e.g. google drive, dropbox, or emailed regularly to MISAF treasurer).
- b. The previous month's finances shall be reconciled, reviewed, compiled, and placed in a location readily accessible to the Finance Committee by the end of the following month. For example, July financial statements will be completed no later than August 31.
- c. The finance committee will establish 1-2 opportunities a year to meet with respective chapter treasurers.
- d. Chapter treasurers are encouraged to seek advice, examples, or templates from the finance committee to assist in record compilation and reconciliation.

2. Pay bills and obligations on timely basis

- a. MISAF members who incur personal expenses are expected to report those expenses within 14 days. Treasurers are expected to reimburse members for personal expenses within 14 days of receipt.
- b. MISAF pays invoices and bills based on Net 30. All bills should be paid within 30 days of receipt of invoice or bill. Any invoices or contracts that specify payment terms other than Net 30 should be reviewed with the MISAF treasurer prior to agreeing to those terms.
- c. Retain copies of bills and duplicate checks for financial records.

3. Match receipts/checks to statements

- a. Have a receipt, invoice, or other backup for every transaction.
- b. Receipts should be compiled and organized in an orderly fashion that can be inspected or reviewed by the finance committee. The finance committee can provide examples on request.

4. Maintain bank accounts

- a. At least two people should have access to MISAF or chapter bank accounts.
 - i. The treasurer should be the primary manager of bank accounts and signer of checks.
 - ii. In MISAF, the finance committee vice-chair shall also have access to MISAF accounts.
- b. Avoid cash as much as possible. Try to manage payments via check or reimbursement.
 - i. If you must use cash, ensure you have accurate receipts and maintain records of cash transactions.
 - ii. If retaining cash on-site, establish a “petty cash” fund with a notebook that records credits and debits and receipts for each.

5. Retain records

- a. Keep all receipts, statements, backup, and other documents on-file for at least 4 years. For grants, documents must be maintained for 4 years after the close of the grant.
- b. Notify the finance committee where records are stored. Arrangements can be made to send documents to the MISAF treasurer for storage.
 - i. Best practice: send copies/originals to MISAF and retain local copies.

6. Update budget to actual

- a. On a regular basis, update the budget to report actual expenditures and revenues compared to budgeted figures.

V. Internal Review Procedures

The purpose of an internal financial review of the Michigan SAF financial activities is essentially to attest to the confidence that the Finance Committee has in the accuracy of the Michigan SAF financial statements. Such an internal financial review has many benefits:

- Protects the parties handling funds from any allegations of misappropriation of funds.
- Verifies that the Michigan SAF has acted responsibly in their fiduciary responsibilities.
- Assures to Michigan SAF members that funds were spent according to an approved plan (budget).
- Allows a mechanism for making recommendations for future improvement in fiscal procedures that will further ensure that appropriate financial controls are in place to meet stated purposes.

Ensures all Michigan SAF chapters adhere to common practices and Michigan SAF policies and procedures.

Scope of the Internal Financial Review:

The scope of the Finance Committee internal financial review shall be to determine that the financial procedures and recording and reporting functions of the Michigan SAF Treasurer(s) were followed. Specifically:

- 1 Twice annually, provide a budget report electronically to each member of the Finance Committee. The Finance Committee, upon receipt of the report then has the responsibility to review and comment within ten (10) business days.
- 2 All transactions had appropriate receipts/documentation issued and/or received.
- 3 Expenditures were authorized under the Michigan SAF annual budget limits or by special authorization of the Board.
- 4 Expenditures were properly categorized and reported against the appropriate budget line item.
- 5 Account balance statements (e.g. bank, credit card, square, etc.) are reconciled monthly to Michigan SAF records.
- 6 Any fiduciary disbursements or income have been properly recorded and approved.
- 7 All records of financial transactions are organized and coded in a manner that can be easily deciphered and tracked.

Conducting the Internal Financial Review:

The Finance Committee, minus the Treasurer(s) shall conduct the internal review. At least a quorum of the Committee must be present to conduct the internal review. The Treasurer(s) may remain on-hand to answer questions or provide additional documentation, but do not conduct the review, vote, or count in quorum calculations.

The Finance Committee shall select at random at least one transaction or activity from each of those described in the list of "Scope of the Internal Financial Review" above. More than one from each may be selected at the sole discretion of the Finance Committee. Other items such as interest earnings, banking charges, and other special entries should be checked.

The Finance Committee shall follow each selected transaction or activity through the entire accounting and reporting process to verify that all appropriate policies and/or procedures were followed. The random selection process in conjunction with the Finance Committee's general observations of the accounting and reporting practices utilized by the Treasurer(s) and/or accounting contractor should provide the basis for sufficient confidence that all other transactions or activities were also conducted in an appropriate fiscal manner. Selection and tracking of additional transactions or activities should be conducted until the Finance Committee agrees that all is in order. Any irregularities or discrepancies should be reconciled before the internal financial review is completed.

Michigan SAF Finance Committee Report:

At the conclusion of the internal financial review, the Finance Committee shall prepare a report to be submitted to the Michigan SAF Board outlining the results of the internal financial review. The report should describe the scope of the internal financial review and attest to Finance Committee confidence in the accuracy of the financial statements and procedures followed by the Treasurer.

This report should also include any recommendations to be considered by the Committee as a result of the internal financial review to further ensure the appropriate and efficient management of the Treasurer. The internal financial review report will be appended to the Internal Financial Review Procedures document.

VI. Contract Management

Only the chair of MISAF or a chapter chair, acting on behalf of the board of directors, has the authority to sign an agreement or contract on behalf of MISAF or an MISAF Chapter, respectively. Therefore, all contracts, purchase agreements, authorizations, or similar written agreements between MISAF and another party shall be submitted to the MISAF chair or appropriate chapter chair for review and signature. The chair may include other members of the executive team (e.g. vice-chair, secretary, treasurer) in review.

VII. Fiduciary Relationships

From time to time, MISAF may enter into a fiscal sponsor relationship in support of another organization where MISAF determines such a relationship would be beneficial to MISAF's mission. In such a relationship, MISAF will act as fiduciary and accept and disburse funds on behalf of the organization.

MISAF responsibilities:

- The MISAF treasurer, or other designee, shall be responsible for communication and management of the fiscal relationship.
- MISAF shall keep a separate record of accounts, balances, withdrawals, and deposits.
- MISAF shall provide the Organization with quarterly (at least) records of account balance and transactions.
- MISAF will accept, deposit, and disburse of funds collected on behalf of the Organization.
- MISAF may recoup reasonable administration fees (e.g. bank fees, accountant/CPA fees, stamps, envelopes, etc.) as appropriate.
- From time to time and with the Organization's approval, MISAF may be required to sign legal documents on behalf of the Organization.
- MISAF shall include the organization on its annual 990 IRS filing as a program of MISAF.

Organization responsibilities:

- The Organization shall designate a single contact responsible for communication and management of the fiscal relationship.
- The Organization shall not have any separate, formal legal structure (e.g. 501c3, corporation, partnership, etc.).
- The Organization shall abide by all MISAF financial policies and procedures.
- The Organization shall be responsible for raising its own funds.
- The Organization shall be responsible for its debts and obligations.
- The Organization shall accurately and on a timely basis report all expenditures and obligations to MISAF.
- The Organization shall send on a timely basis all checks, cash, or other deposits to MISAF.
- The Organization shall submit any reports, receipts, thank-you notes, or similar acknowledgements to grant partners or donors.

Each fiscal relationship is different and may require varying responsibilities. Ideally, MISAF develops a memorandum of understanding (MOU) with each fiscal partner outlining the responsibilities detailed above, the timeline of the relationship, how the relationship will be dissolved, and similar requirements. However, some fiscal relationships may develop without formal arrangement between long-standing or trusted partners.

To simplify record-keeping, fiscal partners should submit one monthly folder (paper or electronic) to the MISAF treasurer detailing that month's receipts and disbursements. The MISAF treasurer will then pay the Organization's obligations and make deposits as appropriate. This process reduces the Treasurer's workload and helps streamline communication to avoid missed bills or deposits.

Should the relationship no longer prove beneficial to MISAF's mission, MISAF no longer has the capacity to manage such a relationship, or communication has significantly lapsed with the Organization, MISAF may choose to dissolve a fiduciary relationship. In this case, MISAF should attempt to give 30 days notification to the Organization to identify a new fiscal sponsor. Once identified, MISAF will transfer all remaining Organization funds, less any administrative expenses, at the Organization's direction. MISAF will then produce a final account statement demonstrating expenses between the last statement and the transfer and showing a zeroed account balance.



PROCEDURES FOREST SCIENCE AND TECHNOLOGY COMMITTEE

COMMITTEE PURPOSE OR OBJECTIVES

Provide opportunities for continuing education credits by providing relevant content at State Society conferences. Act as the state society liaison with SAF working groups.

ORGANIZATION

Committee Chair, appointed by State Chair and approved by the State Board
Other committee members chosen by the committee chair and approved by the Board

ACTIVITIES

Communicate with the regional Forest Science and Technology Coordinator on a regular basis.

Become familiar with the national working groups. Working groups can be a good contact for conference speakers.

Stay up to date on forestry related technological advancements and present pertinent information to the Board and conference attendees.

Serve on the conference planning committee, responsible for the conference topic, speaker list and coordinating field trips.

Work with universities to coordinate and encourage participation in the conference poster presentation. At the conference act as lead judge if judging takes place.

Coordinate the revision and printing of the Forest Management Guidelines for Michigan.

Any other tasks deemed to fall under the umbrella of science and technology by the Board.



PROCEDURES FOR MEMBERSHIP COMMITTEE

OBJECTIVES

1. Create a more active, involved and diverse membership.
2. Increase membership.
3. Provide a vehicle to ease the transition into MISAF for new and transfer members.
4. Explore, identify and develop methods to attract, maintain and reinstate members.
5. Provide opportunities for students to learn about and be active in SAF and to be exposed to practicing foresters, and for members to be active with students.
6. Improve state membership services.
7. Involve as many members as possible in active MISAF Chapter roles.

ORGANIZATION

Committee Chair, appointed by State Chair and approved by the State Board.

Other committee members chosen by the committee chair and approved by the Board.

ACTIVITIES

1. Maintain and share MSAF membership and other records with appropriate Chapter personnel.
 - a. Send roster to Awards Chair prior to each meeting for service pin recipients.
2. Implement and maintain a program(s) for recruiting and reinstating members.
 - a. Periodically compare list of active membership and delinquent membership and make plans to contact delinquent members.
 - b. Follow up with non-member meeting attendees to encourage membership.
3. Maintain mentoring programs at MSU, MTU and Gogebic Community College.
4. Recognize students and new members at each meeting.
 - a. Possibly recognize members within membership year gaps to help see demographics.
5. Welcome new members to MISAF.
 - a. Work with Chapter Chair to send letters to new members.
6. Periodically poll members for interests in activities and volunteering, and regarding member satisfaction.
7. Utilize tools, suggested outreach ideas, the SAF retention and recruitment manual, and membership best practices found on the SAF website (Leadership Central). Visit the site often for updated information.



PROCEDURES FOR MISAF POLICY TEAM

COMMITTEE OBJECTIVES

1. Keep members informed on proposed legislation and statewide forestry issues, concerns, and opportunities.
2. Review proposed forestry legislation and policies and provide comment, advocacy, and MISAF representation.
3. Develop MISAF Position Statements for important issues, concerns, and opportunities to initiate positive changes. Coordinate Position Statement development with national SAF office and other Michigan natural resource organizations and agencies.
4. Coordinate the dissemination of MISAF position statements and advocacy letters with the Communications Team for media events and news releases.
5. Keep existing position statements current and publicized.

ORGANIZATION

The Policy Team Chair is appointed by the MISAF Chair and approved by the State Board.

Other team members are recommended by the Team Chair and approved by the State Board.

ACTIVITIES

SAF's national and MISAF's position statements are important components of our advocacy and outreach efforts. They serve as a foundation to guide MISAF's and MISAF members' actions on particular issues and act as a catalyst for further dialogue and engagement with policymakers, the media, and partner organizations. Advocacy letters, often based on national or MISAF position statements, are used to target SAF views to specific organizations and audiences.

Activity—Each January, the Policy Team Chair will communicate the current list of national ([https://www.eforester.org/Main/Advocacy and Outreach/Position Statements/Main/Issues and Advocacy/Position%20Statements.aspx?hkey=7462747e-74fb-4ecd-8542-e089fdae5b8f](https://www.eforester.org/Main/Advocacy_and_Outreach/Position_Statements/Main/Issues_and_Advocacy/Position%20Statements.aspx?hkey=7462747e-74fb-4ecd-8542-e089fdae5b8f)) and Michigan (<https://www.michigansaf.org/position-statements.html>) position statements to the MISAF Chair and State Board. These lists will be part of the team's annual report.

Any MISAF member can recommend a position statement or advocacy letter from the MISAF Chair. Recommendations will be made to the Policy Team Chair. The Policy Team Chair and the team will review the recommendation and determine if it is worthy of proceeding. Before proceeding, SAF National Office position statements will be reviewed to prevent conflicts or redundancy.

Activity—Each January, the Policy Team will develop an annual program of work to identify position statements that need to be developed, updated, or dropped.

The Policy Team is responsible for developing new position statements for the MISAF and for drafting advocacy letters for the MISAF Chair. Ad Hoc members may be used to assist with creating position

statements and advocacy letters. These efforts shall be coordinated with the Communications Team Chair and the Science and Technology Team Chair.

Activity—Each January, the Policy Team Chair will submit the names of current team members to the MISAF Chair.

Individual Policy Team members will take the lead in drafting MISAF position statements. The drafts will be reviewed by the Policy Team, and proposed position statements will be forwarded to the State Board for review and action. Approval of new position statements requires an affirmative vote by the majority of the State Board. The life span of a position statement is 5 years, and it then needs to be revised or terminated. Approval and revision dates are stated on the position statements. New position statements will be distributed to all members and to appropriate media, as determined by the Policy Team in coordination with the MISAF Chair and MISAF Communications Team Chair.

Activity—Each January, the Policy Team Chair will communicate the list of new position statements completed in the preceding year.

Individual Policy Team members or ad hoc members will take the lead in developing MISAF advocacy letters. These efforts may require quick turnaround and responses with little time for Policy Team review. As such, the Policy Team Chair will forward, in a timely manner, draft advocacy letters to the MISAF Executive Committee and MISAF Communications Team Chair for revision. The MISAF Chair will be responsible for finalizing the advocacy letter and submitting it as needed. New advocacy letters will be distributed to all members and to appropriate media as determined by the Policy Team in coordination with the MISAF Chair and MISAF Communications Team Chair.

Activity—Each January, the Policy Team Chair will communicate the list of new advocacy letters completed in the preceding year.

Other activities that contribute to meeting the team's objectives may include, but are not limited to, the following:

Activity—Invite state and federal legislators to state meetings.

Activity—Write articles related to policy for the Michigan Forester.

Activity—Present summary of existing MISAF position statements at statewide meetings and solicit ideas for future position statements.

Activity—Provide MISAF positions or comments on proposed legislation related to forestry issues and opportunities.



PROCEDURES FOR Raffle/Fundraising COMMITTEE

OBJECTIVES

-To raise funds for the national Foresters Fund and student chapter scholarships

ORGANIZATION

Committee Chair

Other committee members chosen by the Chair and approved by the Board.

ACTIVITIES

- Raffle Chair should be familiar with State laws that govern raffles and auctions.
- 4-6 weeks prior to SAF Biannual meeting (or when meeting organizers send out advertising emails), include reminder to donate items to raffle for prizes with request to notify raffle organizer if an item will be donated
- Collect donation items for raffle, preferable if it is brought to meeting, otherwise collect via mail
- Purchase 1-5 items (total less than \$100) for raffle prizes
- Organize groups of students to sell tickets
- Students sell tickets
- Collect money from students
- Surrender funds to SAF Treasurer



PROCEDURES FOR MISAF SECRETARY

OBJECTIVES

Record notes for Board and membership meetings. Conduct State Society elections. Maintain records and archives of State Society.

ORGANIZATION

Chair (Secretary) elected by membership or appointed by State Chair.

Historian, as appointed by State Chair.

Archivist as appointed by State Chair.

Team members appointed by Secretary.

Note: Length of terms for team members is for a 2-year period.

ACTIVITIES

Currently Undertaken:

1. Record and maintain notes of State Society business meetings.
2. Record and maintain notes of State Society Executive Team meetings.
3. Publish business and/or Executive Team meeting notes in the Michigan Forester and/or the MISAF Web page.
4. Participate as an officer on the State Society's Executive Core Team and Executive Team.
5. Conduct elections either electronically or by mail-in ballots, count votes and record results for annual elections and referendums.

Other Possible Responsibilities Not Currently Executed:

6. Mail minutes of State Society meetings to the SAF Chief Executive Officer.
7. Participate in the internal review of state society finances annually, including the MISAF budget and the Michigan Forester.
8. Organize and store archives of the State Society.
9. Record and maintain history of the State Society.
10. Conduct correspondence for the State Society. Manage/order stationary, i.e. envelopes and letterhead paper.
11. Announce meetings for the State Society.
12. Provide an Annual Report at the Annual Meeting to the State Society membership.